



Alexandra Marine and General Hospital
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South Huron Hospital Association
24 Huron Street West, Exeter, ON N0M 1S2
T 519-235-2700 | F 519-235-3405

JOB POSTING #22-189 – Manager – Cardiorespiratory, Diagnostic Imaging, Laboratory Services, Full Time

Reports to: COO / VP Corporate Services

Internal / External posting

About The Alexandra Marine and General Hospital (AMGH):

The Alexandra Marine and General Hospital (AMGH) is a fully accredited healthcare organization located in the beautiful community of Goderich on the shores of Lake Huron. AMGH is the largest provider of acute care hospital services in Huron County. With an annual budget of \$25M, AMGH offers a range of services including 24 hour emergency, intensive care, obstetrics, general surgery, inpatient adult psychiatry and multi-site community mental health. The organization hosts a comprehensive range of specialty and regional healthcare services such as a renal dialysis satellite and telestroke site.

About The South Huron Hospital Association (SHHA):

The South Huron Hospital Association (SHHA) was established in 1953 and serves a wide catchment area, including the Municipality of South Huron and its adjacent communities.

Located in a small, rural community, we are proud to offer a 24/7 Emergency Department. With 19 inpatient beds, we provide acute, rehabilitation, and complex continuing inpatient care. Our outpatient services encompass the continuum of care as we strive to meet the evolving needs of our patients and surrounding communities.

Position Description:

The Manager, Cardiorespiratory, Diagnostic Imaging, and Laboratory Services, AMGH and SHHA is an integral member of the leadership team, accountable for the management of a team of approximately 50 regulated professional employees across two hospital sites. This role provides strategic and operational leadership of the departments inclusive of patient quality, community needs, safety, financial management, regulatory compliance, and the planning, implementation, and utilization of human and material resources assigned to the programs. The incumbent will foster an environment of continuous growth, high achievement and morale, and dedication to quality and service.

Responsibilities:

- Plans, directs and executes the overall operations of Cardiorespiratory Diagnostic, and Laboratory services.
- Acts as a catalyst in the introduction of new technologies (e.g.: computerization and Electronic Health Record) and renewal of existing infrastructure.
- Assists with preparation and implementation of short and long term planning for the department.
- Assists with negotiating contracts as directed.
- Attends and participates in meetings for both internal and external committees.
- Communicates to Physicians, Nursing units and referring Hospitals regarding changes in service delivery.
- Coordinates a wide variety of administrative, fiscal and technical activities to ensure the efficient operation of the department.
- Coordinates, directs and evaluates daily activities of staff.
- Creates an environment that is conducive to high morale and motivates staff toward realization of departmental and hospital goals.
- Designs, develops and implements ways to improve service delivery and administrative procedures. Establishes benchmarks and metrics for service and performance.
- Ensure on-going training to professional, clinical and clerical staff. Responsible for professional growth of staff and self-development.
- Ensures appropriate scheduling and staffing.
- Implements policies and procedures to achieve departmental objectives.
- Organizes, directs, monitors and supervises functions of responsibility.
- Oversees new policy and updating of existing policies.
- Performs cost analysis of methodology, proposed instrumentation and services.
- Performs service area and departmental quality assurance functions required for compliance, accrediting agencies and regulatory issues.
- Prepares and evaluates performance appraisals on all staff.
- Prepares and monitors budgets by internal control measures and hospital financial statements.
- Prepares reports and completes questionnaires, as required, for the Ministry of Health, and other external agencies and for internal hospital needs.
- Provides direction, consultation and implementation of new programs related to Medical Imaging, Laboratory and Cardiorespiratory.
- Collaborates with Infection Control on matters pertaining to infection prevention, surveillance activities, quality improvement, data collection, and emergency / outbreak management.
- Serves as a resource person to Administration in management matters and problem solving.
- Serves as a multi-disciplinary liaison with respect to inter-departmental matters;

Qualifications and Abilities:

- Certified and registered in good standing as a Medical Laboratory Technologist- or such superior qualifications as specified in ISO 15189:2012- is preferred.
- A bachelor's degree in a field of study deemed relevant by the hospital.
- Health Management Diploma and/or degree or equivalent will be an asset.
- 5-7 years of current progressive, professional experience, which includes management and technical aspects.
- Competent with various software programs including MediTech and/or Cerner.
- Advanced understanding of Microsoft applications.
- Demonstrated leadership/supervisory ability to manage daily operations, establish expectations and priorities, and achieve effective and efficient resource utilization.

- Demonstrates critical thinking skills, significant decision making abilities and effective conflict resolution skills in day-to-day management activities.
- Demonstrates initiative and effectiveness in leading and motivating staff and peers to achieve departmental and organizational goals.
- Ability to manage projects.
- Displays technical and practical knowledge of essential job functions and position;
- Excellent interpersonal / communication skills to motivate and communicate with staff.
- Able to teach new processes and act as a resource.
- Able to travel between multiple sites for work purposes.
- **Current Police Check/Vulnerable Sector Screen and immunization status required upon hire.**

Interested applicants are asked to apply online at www.amgh.ca (click on "Careers" to apply) referencing posting number **22-189** with a resume, indicating their qualifications and pertinent skills by 23/11/2022 by 1600.

Posted on: 15/11/2022

Immunization Records: Successful candidates must provide evidence of fully completed COVID-19 vaccination status prior to your first day of work. Any candidate entering the facility to attend an interview will be required to provide evidence of a fully completed COVID-19 vaccination status. To be considered fully immunized, individuals need to have received their second dose of a COVID-19 vaccine at least 14 days earlier than the date they arriving to an interview or to begin work at SHHA.

We are committed to providing persons with disabilities equal opportunities regarding all employment activities, including access to jobs and accommodations during employment as required, in accordance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA). Please advise the Human Resources department if you require accommodation.

Qualified individuals may submit a resume and covering letter in confidence via this website. Applications without cover letters will not be considered.

Your interest in this opportunity is appreciated. Only applicants selected for an interview will be contacted.